



United States Department of State

U.S. Embassy Pristina

INTERNAL VACANCY ANNOUNCEMENT

11/2013

OPEN TO:	ALL INTERESTED INTERNAL/EXTERNAL CANDIDATES
POSITION:	DEVELOPMENT ASSISTANCE SPECIALIST –LEAD ADVISOR
OPENING DATE:	JULY 1, 2013
CLOSING DATE:	JULY 15, 2013
WORK HOURS:	FULL-TIME; 40 HRS/WEEK
SALARY:	FSN 10 (19,713.00 €)

U.S. Embassy Pristina is seeking a qualified individual for the position of
DEVELOPMENT ASSISTANCE SPECIALIST- LEAD ADVISOR in USAID.

BASIC FUNCTION OF POSITION

USAID/ Kosovo oversees a \$ 236 million portfolio over a diverse range of programmatic areas including rule of law, basic education and energy. The USAID Mission for Kosovo (USAID/Kosovo), located in Pristina, manages one of the most important and complex assistance programs in the region. In line with USG and Kosovo priorities, USAID/Kosovo's five-year strategic plan envisages Kosovo as an effective state, with a viable economy and an inclusive democracy on the path to European integration.

The realization of this vision requires close cooperation between USAID/Kosovo, other USG entities, the international community, USAID implementing partners, and, above all, partnership with Kosovo institutions and local stakeholders. Ensuring USAID's reform policy, called USAID Forward, is observed and implemented is priority for USAID/Kosovo.

USAID Forward is an effort to strengthen the Agency by embracing new partnerships, investing in the role of innovation and focus on results. The reforms have formed the foundation of a new model for development; one that can represent the best of American ideals abroad, while advancing the security and prosperity of Americans at home. The main goals of USAID Forward are to deliver results on a meaningful scale through a strengthened USAID; promote sustainable development through high-impact partnerships and identify and scale up innovative, breakthrough solutions to intractable development challenges. The reforms are focused on seven main areas: Implementation and Procurement Reform; Talent Management; Rebuilding Policy Capacity; Strengthening Monitoring and Evaluation; Rebuilding Budget Management; Science and Technology; and Innovation

USAID/Kosovo seeks to hire a Lead Advisor to lead the full integration of the USAID Forward objectives into all USAID/Kosovo processes and programs. The Lead Advisor will serve in an advisory role to USAID/Kosovo program, management and technical staffs. Supervised by the Deputy Program Officer, the Lead Advisor will work with all offices and levels of management.

DUTIES & RESPONSIBILITIES

A-Program Planning and Implementation (45%)

Serve as the lead coordinator overseeing implementation of the seven key areas of USAID Forward Objectives into all USAID/Kosovo processes and programs;
Provide the management team with technical recommendations to integrate USAID Forward principles in planning, implementation, monitoring and evaluation;
Follow USAID Forward developments and policies and develop an intimate familiarity and understanding of all seven key areas;
Ensure USAID/Kosovo is in compliance with all required analysis, assessments and policies;
Incorporate USAID Forward objectives into design and implementation of Mission-wide programs;
Identify and promising interventions that advance USAID Forward objectives; and
Clarify roles for stakeholders and managing donor coordination around USAID Forward.
Serves as a conduit for best practices from other missions and makes recommendations for new tools to effectively implement USAID Forward.

B- Monitoring and Evaluation (30%)

Create and maintain tracking system for USAID/Forward Indicators;
Contribute to USAID's leadership by documenting and disseminating best practices and lessons learned in terms of USAID Forward.
Develop indicators and targets to monitor effectiveness and impact.

C- Communications and Coordination (25%)

Liaise with USAID Forward working groups in Washington and other USAID Missions;
Prepare background documents, briefing papers, talking points, information memos, and other relevant USAID Forward-specific documents and respond to reform-related queries;
Respond to all internal US Government queries and requests regarding USAID Forward;
Document and share success stories on USAID Forward implementation; and
Ensure all terms of the USAID Mission Order on USAID Forward are enforced and met.

REQUIRED QUALIFICATIONS

Education: University degree in international development, public administration, economics, social sciences, or a relevant technical field is required. Master's Degree is preferred.

Prior Work Experience: Minimum of three years of progressively responsible professional experience, preferably with an international organization or a non-governmental organization. Demonstrated experience at the project and institutional level. Such experience should be of a nature as to equip the incumbent with the ability to understand program design and management requirements and to apply a variety of USAID program and project regulations, guidelines and procedures.

Language Proficiency: English & Albanian Level 4 fluency required with strong written and verbal communication skills.

Knowledge: Previous experience as a proactive manager, with a strong reputation for delivering measurable results and significant emphasis on developing good collaborative working relationships with counterparts, other implementing partners and international organizations or donor. Ability to conceptualize, plan, guide and implement work.

Skills and Abilities: Experience and skills in the following would be desirable: a) ability to conceptualize, plan, guide, and implement work; b) ability to work with multiple stakeholders; c) adept at handling politically sensitive issues; d) ability to prioritize work responsibilities and to handle multiple tasks at one; e) demonstrated ability and willingness to work as part of a team; and f) computer skills in word processing and spread-sheets.

Prior experience and demonstrated ability to communicate and interact with senior government officials and international organizations. Demonstrated ability to work productively in a multi-cultural team environment. Ability to work collaboratively with host government officials and representatives of international organizations, foreign donors, non-governmental organizations, and USAID assistance providers.

ADDITIONAL SELECTION CRITERIA

- 1. Management will consider nepotism/conflict of interest and budget in determining successful candidacy.
- 2. Current employees serving a probationary period are not eligible to apply.
- 3. Current ordinarily resident employees with an overall summary rating of needs improvement or unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
- 4. The candidate must be able to obtain and hold a security clearance.

TO APPLY

Interested candidates for this position should submit the following:

- 1. U.S. Embassy Pristina Application for Employment
- 2. A current resume or Curriculum Vitae.
- 3. Other documentation (copies of degrees earned) that address the minimum requirements of the position listed above.
- 4. Copy of Kosovo ID or copy of Passport

APPLICATIONS CAN BE SUBMITTED AS FOLLOWS:

Hand deliver to:

HR OFFICE

NIRVANA BUILDING, THIRD FLOOR

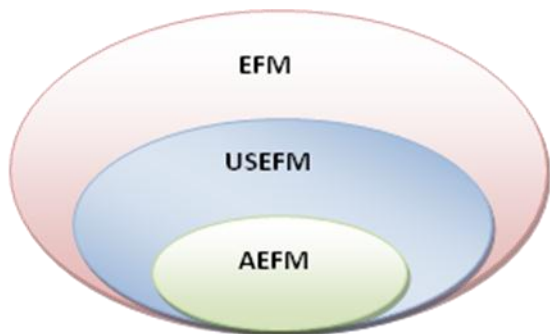
The US Mission in Pristina provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLOSING DATE FOR THIS POSITION:

JULY 15, 2013 - BY CLOSE OF BUSINESS

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM)**: An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,

- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).